

## **Solid Waste Management Superintendent - 2570**

### **Primary Reason Why Classification Exists**

To manage all operations related to the collection and disposal of municipal solid waste collection and recycling.

### **Distinguishing Features of the Class**

An employee in this class is responsible for managing and supervising the operations of the Sanitation Division in the Public Works & Utilities Department. Emphasis of the work is on developing operational plans and programs for the collection and disposal of residential and commercial refuse and garbage, loose trash in neighborhoods, and recycling. Work includes supervising divisional staff, reporting tonnage collected, resolving operational issues with routes and establishing goals and objectives. Work also includes initial review of fleet maintenance orders, hiring and training staff, oversight of special projects, and budget preparation. Work is performed under the general supervision of the Public Works & Utilities Director and is evaluated on the basis of attaining individual and division goals, operating within budgetary requirements, safety compliance of employees, and positive feedback from citizens.

### **Essential Duties**

- Plans, organizes, directs, and supervises all activities of the Sanitation Division
- Develops short and long range goals with the Public Works and Utilities Director
- Prepares the divisional CIP and operating budget; monitors divisional expenditures
- Oversees and directs implementation of and compliance with all federal and state regulations pertaining to solid waste collections and selling of recyclables
- Prepares reports on operations, accidents, activities, and other reports as requested
- Establishes necessary records and files consistent with divisional management
- Evaluates operations and recommends staff and equipment needs
- Visits facilities and routes and inspects work of residential and recycling crews
- Inspects landfill bills for accuracy
- Interacts with both residential and commercial customers to answer questions or address complaints
- Develops safety and divisional policies and procedures; ensures personnel comply with all OSHA safety regulations
- Reviews applications, interviews qualified candidates, and recommends personnel to fill divisional vacancies; evaluates employees on their performance; makes recommendations on the hiring, promotion, training, and discipline of personnel
- Serves as the City's representative on various local, state, and federal committees pertaining to solid waste management and remains abreast of new or changing federal and state laws
- May operate commercial sanitation equipment as required
- Performs related tasks as required

### **Knowledge, Skills, and Abilities**

- Thorough knowledge of the principles and practices of solid waste collection and disposal
- Knowledge of Federal, State and local regulations related to solid waste management
- Knowledge of public relations and communications practices to communicate with employees and the public

- Knowledge of principles of supervision and management and teamwork
- Knowledge of the principles and practices of operating and capital budgeting
- Knowledge of federal and state employment laws such as the Equal Pay Act, Equal Employment Opportunity Act, and Fair Labor Standards Act
- Ability to effectively supervise, train, and develop staff; ability to delegate responsibilities and manage supervisory and nonsupervisory staff
- Ability to apply various employment related laws in the work place
- Ability to develop and administer an operating and capital budget; ability to develop and apply a sanitation business plan
- Ability to interpret and work from sketches, diagrams, and installation and repair charts
- Ability to follow oral and written instructions accurately
- Ability to gather and review materials, analyze findings, and present written and oral reports and recommendations
- Ability to establish and maintain effective working relationships with city staff, government and business officials, contractors and the general public

### **Physical Requirements**

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects. However, depending on the work demands the Superintendent may be expected to perform work as an equipment operator in the collection and disposal of solid waste. Work requires vocal communication for expressing or exchanging ideas and conveying detailed or important instructions to others accurately, loudly, or quickly. Hearing is required to perceive information at normal spoken word levels. Visual acuity is required for preparing and analyzing written or computer data, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities. The employee is subject to inside and outside environmental and atmospheric conditions.

### **Working Conditions**

Employee is subject to both inside and outside working conditions and subject to levels of noise above the ambient noise level or varied atmospheric conditions encountered with solid waste equipment. Employee is subject to normal office hazards such as electrical cords, open desk drawers, uneven floors and carpet, objects falling from cabinets, and other office related hazards. Employee may be required to operate a sanitation truck in emergencies in a variety of weather conditions including temperatures below 32 degrees F or above 100 degrees F.

### **Education and Experience**

Graduation from high school or GED equivalency and 5 - 7 years practical and supervisory experience in the management of sanitation work crews. A Bachelor's degree in business administration, engineering, or other field of study related to the nature of the work performed is desired.

### **Special Requirements:**

- Valid North Carolina commercial driver's license (CDL-B)

- Certified in First aid & CPR

**FLSA Status:** Exempt-Executive (primary duty is management of a customarily recognized department or subdivision of the City; customarily and regularly directs the work of two or more full time equivalent employees; and has the authority to hire or fire employees or whose suggestions and recommendations as to hiring, firing, advancement, promotion or other change of status of other employees are given particular weight).

**Disclaimer**

This classification specification has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to perform the job. The Physical Requirements and Working Conditions section of this classification may vary from position to position and a more thorough description of these elements can be found in the employee's Position Analysis Questionnaire (PAQ). The employer reserves the right to assign or otherwise modify the duties assigned to this classification.

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